

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2001**

The Board of Directors (BoD) of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on November 8, 2001, at 1:30 p.m. Eastern Daylight Time (EDT). The meeting was lead by its Chairperson, Ms. Silky Labie, of the Florida Department of Environmental Protection. The draft agenda for this meeting is shown in Attachment A, action items from this meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the BoD's agenda.*

INTRODUCTION

Ms. Jeanne Hankins chaired the meeting with a roll call of attendees and review of the minutes until Ms. Labie was able to join the teleconference.

APPROVAL OF MINUTES

The BoD reviewed the minutes of the October 11, 2001 teleconference and made several changes. A motion was made, seconded and carried to approve the minutes as amended.

TOPICS OF DISCUSSION

Meeting with Deputy Administrator

Ms. Labie provided a summary of the meeting with Ms. Linda Fisher, the Deputy Administrator. EPA attendees at this meeting included Mr. Henry Longest, ORD Acting Assistant Administrator, Ms. Jewel Morris, NERL Deputy Director, Mr. David Friedman, ORD, and several of Ms. Fisher's assistants. The BoD members attending were Ms. Silky Labie, Chair, Ms. Jeanne Hankins, NELAP Mr. Edward Kantor, Mr. Joe Slayton, and Mr. Wayne Davis. Ms. Zonetta English, Dr. Wilson Hershey, and Mr. Jerry Parr were representatives from the 1999-2001 Environmental Laboratory Advisory Board.

Ms. Labie reported that Ms. Fisher was extremely interested in the nonprofit institute that Mr. Parr has established. The EPA is awaiting information from the strategic planning session next month before making any firm decisions on future plans regarding EPA funding for NELAC. Ms. Labie will send a letter thanking Ms. Fisher for meeting with NELAC, summarizing the BoD's understanding from the meeting, and reiterating NELAC's benefits to the Agency.

Ms. Labie noted that Ms. Fisher liked the nonprofit effort for alternate funding and wanted an update after the nonprofit group had its meeting at NELAC-7i.

It was suggested to Ms. Labie that the BoD members meet with Ms. Kimberly Nelson, the new Assistant Administrator of the Office of Environmental Information (OEI) some time during the NELAC-7i Conference. The Quality Staff is located in OEI, and has a vested interest in data quality that is represented by NELAC. Ms. Labie will send a letter requesting a meeting with Ms. Nelson during NELAC 7i.

Mr. Ken Jackson suggested NELAC request a meeting with Mr. Henry Longest to brief him on the progress made by NELAC on PBMS. It was agreed that members from the PBMS subcommittee should be involved with the meeting. The briefing should highlight the following:

- An update on the NELAC activities related to PBMS, with emphasis on the standard to be discussed at NELAC 7i. This standard will be part of the proposed changes to be considered at NELAC 8.
- Stress readiness to implement PBMS Standards when EPA programs recognize the process.
- Provide Mr. Longest with a copy of the proposed PBMS Standard

NELAC Restructuring

After review of the existing structure of NELAC, EPA management decided that changes should be made after NELAC 7i, and before NELAC 8. Under the new structure there should be no loss of private sector input, although the mechanism will be different. This will be a main discussion point at the Strategic Planning Group Meeting on December 1-2, 2001, and the primary subject at the ELAB meeting the afternoon of December 4, 2001.

Based on the NELAC constitution, structural changes could not be instituted until the summer of 2003. must.

Two suggestions were made to allow for more rapid adoption.

- The Board could establish a policy allowing the NELAC BoD to take immediate action to modify the Constitution and Bylaws if necessary to comply with any Federal requirements or EPA policy. The BoD changes would be followed with appropriate amendments to the standards.
- The Board could set a policy waiving the one year delay in adopting changes to the Constitution and Bylaws, allowing for a change at the next annual meeting.

The Board preferred the latter solution, but in discussions following the Board meeting Ms. Labie noted that it would not satisfy the EPA request to make the modifications before NELAC 8.

Ms. Hankins urged modification of the Constitution and Bylaws to include Indian Nations as Voting Members. She will provide more information to Dr. Ken Jackson, Chair of Policy and Structure Committee regarding this proposal.

NELAC 7i

Keynote Speaker - It was reported by Ms. Hankins that due to the war efforts, Ms. Jackie Sample of the DoD and co-host of NELAC 7i has been unable to supply a speaker from DoD, as previously planned. Ms. Nancy Wentworth of EPA's Quality Staff was suggested. The BoD agreed and Ms. Labie will contact Ms. Wentworth and invite her to deliver the Keynote Speech..

Conference Details - Ms. Hankins stated that as of November 6th, the total negotiated government-rate block of rooms within the Crystal Gateway Marriott were filled. Rooms at the government rate can be found at neighboring hotels. No credit card conference registration is available and November 15th is the cutoff date for discounted prices. She indicated that the conference is expecting more than 200 attendees. Ms. Hankins indicated that there are five registered Exhibitors for the reception for the evening of December 5th but no one has yet indicated that they will help sponsor the reception.

Proposed Standards - Ms. Hankins stated that Chapter 5 is very complicated and she is awaiting confirmation from Dr. Frederic Siegelman regarding final changes before posting the proposed changes on the website. Chapters 1, 2, and 6 have no changes. Chapter 4 has editorial changes only. Chapter 1 will discuss proposed revisions to address organizational changes, but the revisions will not be posted on the website due to the lack of time to develop exact language.

NELAC 8 Announcement

Ms. Labie reported that the NELAC-8 Announcement has been finalized and that she will prepare the 250 copies for distribution at the NELAC-7i Conference.

ELAB Status

Mr. Kantor reported that 10 letters of invitation to join the ELAB committee are currently in Ms. Fisher's office for signature. If necessary, Ms. Fisher's staff will fax the invitation letters and acceptance forms to the proposed candidates.

It was also reported by Mr. Kantor that the Federal Register November 9, 2001, announcing the ELAB meeting did not include the modification in the scheduled meeting time. He has made arrangements for the modified notice to be published,

In order to solicit ELAB members that represented environmental interest groups and the university community, Mr. Kantor sent invitations to various organizations that represented these two groups.

To date, there has been no response to the invitations.

Committee Membership Rotation

Ms. Labie responded to a letter from Hampton Roads Sanitation District, that expressed concern about the composition of the various NELAC committees. The letter included a copy of the policy on committee membership. She also distributed the letter, her response, and the policy on committee membership to all committee Chairs and reminded them that there must be BoD approval prior to making an offer to an individual.

Recognition of Exiting Committee Members

A request was made by Mr. Alfredo Sotomayor for the BoD to consider recognizing committee members for their participation and effort while serving on a committee. The BoD agreed that this process should be handled by the Nominating Committee. The committee would make appropriate recommendations to the board for such recognition.

Status of Nominating Committee

Ms. Hankins stated that no one has volunteered to serve on the Nominating Committee. Due to Dr. Brokopp's heavy involvement with the 2002 Olympics, Ms. Hankins asked for volunteers to assist Dr. Brokopp identify members for that committee, organize the meeting at NELAC-7i and assist with teleconference arrangements. Ms. Aurora Shields volunteered to assist although she cannot attend the interim conference. Ms. Labie volunteered to assist in this effort at the interim conference.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Ms. Hankins and Ms. Labie will organize and distribute the agenda for the Interim Conference BoD meeting which will include the BoD, Committee Chairs, and the AARB. It was stated that Ms. Jackie Sample will provide a room for this meeting.

ADJOURNMENT

There being no further business, a motion was made and seconded and the meeting was adjourned.

NEXT MEETING

The next meeting is scheduled for December 4, 2001, at 10:00 a.m. EST.

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
November 8, 2001
1:30 - 3:00 pm EDT
202/260-1015, 2694#**

1. Approval of Minutes of October 11, 2001, Meeting † - *Silky Labie*
2. Meeting with Deputy Administrator - *Silky*
3. Meeting with OGC - *Jeanne Hankins & Ed Kantor*
4. NELAC 7i - *Jeanne Hankins*
 - Keynote speaker
 - NELAC 8 Announcement
5. ELAB Status - *Ed Kantor*
6. Committee membership rotation - *Silky*
7. Recognition of exiting committee members - *Silky*
8. Old Business
9. New Business

† See email from Silky

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
NOVEMBER 8, 2001**

Item No.	Action	Status
1	Distribute for BoD input a thank-you letter to Ms. Fisher (Labie)	ASAP
2	Send a letter to Ms. Kimerley Nelson requesting a meeting during NELAC-7i (Labie)	ASAP
3	Send a letter to Mr. Longest requesting a meeting during NELAC-7i to update him on the progress of the PBMS standards. (Labie)	ASAP
4	Organize, and distribute the NELAC-7i agenda to all participants. (Labie/Hankins)	ASAP
5	Invite Ms. Nancy Wentworth to be NELAC-7i Keynote Speaker (Labie)	ASAP
6	Provide information to Dr. Jackson on including Indian Nations as Voting Members (Hankins)	ASAP

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
NOVEMBER 8, 2001**

No.	Date of Meeting	Action	Status
1	04/13/00	Dr. Jackson and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	Ongoing
2	01/11/99	Committee Chairs are to prepare “Frequently Asked Questions” for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	Ongoing
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	Ongoing
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	DELETE
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
NOVEMBER 8, 2001**

No.	Date of Meeting	Action	Status
25	11/09/00	Mr. Siders will draft a response to AHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	DELETE
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	DELETE
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	DELETE
61	7/12/01	Format NELAC Policies to ensure consistency in style. (Labie)	Ongoing
63	10/11/01	Contact Accrediting Authorities to see if anyone is available to attend WEFTEC 2002 and give update on NELAC (Kimsey)	Ongoing
64	10/11/01	Revise Proficiency Testing Committee letter regarding PT database (Labie)	Complete
65	10/11/01	Revise Federal Register Notice (Hankins)	Ongoing
66	10/11/01	Review all NELAC policies and changes (Hankins)	Ongoing
67	10/11/01	Send NELAC Policy #16 to Barbara Burmeister for comments (Labie)	Ongoing

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2001**

Name	Affiliation	Address
Ms. Silky Labie Chair	FL Dept. of Envir. Protection	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
Dr. Charles Brokopp Past-Chair (absent)	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
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Mr. Ed Kantor Executive Secretary	USEPA/ORD	T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epamail.epa.gov
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Mr. Wayne Davis (absent)	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Mr. Thomas Maloney (absent)	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Ms. Anne Rhyne	TX Natural Resource Conservation Comm.	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Aurora Shields	KS Dept. of Health & Env.	T: 785-296-6198 F: 785-296-8068 E: ashields@kdhe.state.ks.us
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov
Mr. Ken Jackson (invited guest)	NY Environmental Laboratory Approval Program	T: 518-485-5570 F: 518-485-5568 E: jackson @wadsworth.org
Mr. Stephen Billets Invited Guest	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epamail.epa.gov
Ms. Arlyn Brediger (Contractor Support)	Anteon Corporation, Las Vegas Technical Center	T: 702-731-4233 F: 702-731-4027 E: abrediger@anteon.com